

Tracker Guide – Submitting RPAs

1. RPAs requiring advertising are to be submitted through Tracker and ABMS. The steps below will guide you through the process. All other types of RPAs (assignment changes, moving positions, etc.), are to be submitted in ABMS only.
2. Create your RPA in ABMS and fill out the mandatory yellow sections. Click SAVE to obtain an RPA number. DO NOT ATTACH THE REQUIRED DOCUMENTS HERE – you'll do this in Tracker. Do not submit until you are ready to submit the entire RPA package in Tracker.

RPA Action		C&P	Cert	PTU
Current Details				
Psn: 306-271-5393-003		Psn Time Base: FT		Psn Expires:
Class Title: ASSOC GOVT PROG AN		MCR: 1		COI?: N Cat:
Incumbent: PATTERSON, EAGEN J		First Date Vacant:		
EE Group: R01.2.P.FT		Shift:		Appt Expires:
Proposed Details				
Psn: 306 - 271 - 5393 - 003		Time Base: FT		
Class Title: ASSOC GOVT PROG AN		MCR: 1		COI?: N Cat:
Incumbent: <small>Last Name, First Name, MI</small>		<input type="checkbox"/> Duty Change?		
<input type="checkbox"/> Current EE/Same Class		CBID: R01	Shift: DAY	
Tenure:		Work Days:	-	
Time Base:		Work Hours:	-	
Location:		County:		
Justification				
<div></div>				
Authorized By				
		Working Title:		
Recruiting				
<input type="checkbox"/> Cert <input type="checkbox"/> Post & Bid <input type="checkbox"/> Focused Recruitment (Note types below)				
Comment:				

3. Click this link to open Tracker: <http://dgssp.dgs.ca.gov/projects/OHR/RPA/SitePages/Home.aspx>. We highly recommend bookmarking Tracker for convenience. The following will appear, click the link to submit your RPA. You can also submit an RPA utilizing the link on the left side.

SharePoint

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RPA Tracker DGS SharePoint EDIT LINKS

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EDIT LINKS

Announcements

Title

Submit New RPA Tracking

You can submit your RPA for tracking here

<http://dgssp.dgs.ca.gov/projects/OHR/RPA/Lists/RPA%20Tracking/NewForm.aspx?RootFolder=>

4. In the next screen, the mandatory fields are marked with an asterisk.

SharePoint Newsfeed One

BROWSE EDIT

Save Cancel Paste Cut Copy Attach File Spelling

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EDIT LINKS

Status

RPA # *

Office *

Submitted By *

Backup PL *

Backup PL 2

Hiring Manager *

Hiring Manager Backup

Current Position Number *

Proposed Position Number

Proposed Classification *

Tenure *

Time Base *

Contact Letters Requested


- For **Status**, select 'PL Working (Program)'.
- **RPA #** is the number assigned by ABMS.
- Select your **Office** from the drop down.
- Insert your name for **Submitted By**.
- Insert the name of your **Back-up**. If you don't have a back-up, consider your attendance clerk or your manager.
- Complete the **Hiring Manager** field.
- Enter the **Current Position Number** (should be the same from ABMS).
- Select the **Proposed Classification** from the drop down.
- Select **Tenure** from the drop down.
- Select **Time Base** from the drop down.
- Only check the Contact Letters Requested box if you want to send contact letters. You do not have to send contact letters on classifications with online exams and a lot of applicants in rank one (like AGPA, SSA, etc.), they may not be beneficial.


5. When that is complete, hit Save.


SharePoint


BROWSE


EDIT



Save


Cancel



Paste

 Cut

 Copy


Attach File

ABC



Spelling

▼

Commit

Clipboard

Actions

Spelling

Home

Submit New RPA

RPA Tracker

Status

RPA # ^{*}

PL Working (Program) ▼

6. Attach your RPA documents.

SharePoint Newsfeed OneDrive Sites

BROWSE EDIT

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions

Home Use this page to add attachments to an item.

Submit New RPA

RPA Tracker

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Name **Browse...**

OK Cancel

Exceptional Allocation ☐

Reason for Return

C&P Status Notes

Save Cancel

- Click on **Attach File**.
- Click on **Browse** and select the document from your computer or shared drive. Make sure the documents are saved with a descriptive title and in the following format (Type of Document / Current or Proposed if applicable / RPA # / additional comments / revision number)
 - o Examples:
 - Duty Statement Proposed 12345
 - Organization Chart Current 12345
 - Job Control Report 12345
- Select **OK**. Click Save. This may take you out of the RPA and you will have to go back in. SharePoint struggles with saving multiple files at time.
- Repeat the steps above for the rest of the documents. The files will start to accumulate at the bottom of the RPA.
- After you've attached all of the documents, click Save again.
- Until you are ready to submit the RPA package to OHR for review, leave the Status field on 'PL Working (Program)' and click Save.
- If you are ready to submit the RPA package to OHR for review, you can now toggle the **Status** field to 'Submit to C&P Analyst (OHR)' and click Save. You can no longer make changes to the RPA until it is back in a Program status. Return to ABMS and submit the corresponding RPA at the same time.

That's the end of this guide. For any questions regarding the process, please contact your assigned Classification & Pay Analyst.